



## **JOB DESCRIPTION**

Title: **ENGINEERING CLERK**  
Department: Public Works/Engineering  
Class Code: 6635  
FLSA Status: Non-Exempt  
Effective Date: September 1, 1992 (Rev. 07/03)  
Grade Number: 11

### **GENERAL PURPOSE**

Under general supervision from the Project Coordinator, provides routine, clerical level engineering services for the Murray City Engineering Division.

### **EXAMPLE OF DUTIES**

- \*-- Files maps, drawings, copies of standards, subdivision plots, and plan profiles of streets, sewers and water lines in both hard copy and in the computer mapping system.
- Provides information and answers questions regarding property descriptions and locates ownership of properties for the public and City departments.
- \*-- Measures and assigns addresses to new subdivisions, businesses, and buildings.
- \*-- Performs drafting-related functions; drafts and letters water lines, sewer lines, streets, both on hard copy and in the computer mapping system.
- Assists the Project Coordinator in entry level survey duties, such as driving stakes; holding rod or tape.
- Performs other duties as required.

### **MINIMUM QUALIFICATIONS**

#### Education and Experience

- Graduation from High School with one (1) year engineering services related experience, OR any equivalent combination of education and experience.

### Special Requirements

- Must have a valid Utah Driver's License.

### Necessary Knowledge, Skills and Abilities

- Working knowledge of mathematics and basic knowledge of computers and input of data into the computer; knowledge of drafting, surveying and the construction trade; knowledge of filing techniques.
- Ability to think mathematically; ability to read and understand blue prints; ability to effectively communicate both verbally and in writing about engineering matters.

### **TOOLS & EQUIPMENT USED**

- Personal computer, including word processing, spreadsheet, and database software; engineering calculator; phone; mobile radio.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed mostly in office settings. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- While performing the duties of this job, the employee is regularly required to stand, sit, walk, talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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- Work is performed primarily in an office setting. The noise level in the work environment is usually moderately quiet.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

H. R. DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

\*Essential functions of the job.